

ATTN: Chief, Administrative Services
Building Services Officer
Finance Division

25 May 1953

Request for Dictating, Recording and Transcribing Equipment

1. It is requested that a recording machine and transcriber for stenographic purposes be furnished the Finance Division, C & L Branch, for the use of the FE Area Certifying Officers, for the following reasons:

a. Due to the excessive volume of work connected with the FE Area, it is often necessary that the Certifying Officers work at night or on holidays, when stenographic services are usually not available.

b. During the regular work week, the stenographers (two) who service the FE Certifying Officers, also service the Certifying Officers for WH, NE, and EE, thus making it almost impossible to handle all the stenographic work, and still take care of all the many details of keeping the office running in a pleasant and efficient manner.

c. In addition to the volume of paper work, the Certifying Officers must constantly handle personal calls from members of the operating division whose business cannot be handled over the telephone but must be taken care of when necessity arises.

2. It is the understanding of this office that, in addition to the dictaphone equipment, there is also manufactured a machine known as "The Audograph", by the Gray Manufacturing Company of Hartford, Conn. It would be appreciated if an Audograph Machine could be placed in this Branch on a trial basis, pending the determination as to whether we will request Dictaphone equipment, or Audograph equipment.

3. Your cooperation in securing this equipment as soon as possible will be greatly appreciated.

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Deputy Chief, Finance Division

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